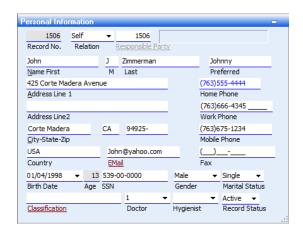


# **Patient Information:**



- ☑ Patients grouped by responsible party.
- ✓ Last Name
- ✓ Middle Initial
- ✓ Preferred Name
- ☑ Address 1
- ✓ Address 2
- ☑ City
- ✓ State
- ✓ Zip
- ☑ Home Phone Number
- ✓ Work Phone Number
- Mobile Phone Number Other Number

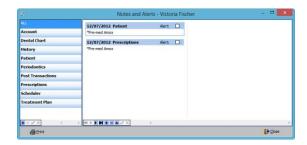
- ☑ Marital Status
- ☑ Birth Date
- ☑ Patient SSN
- ☑ Doctor of Record
- ☑ Record Status Active, Inactive

# Notes:



- ☑ Other Name, Address, Phone
- ✓ Notify Name, Address, Phone
- ✓ User Field 1
- ☑ Referred By

# **Notes and Alerts:**



- ☑ Patient Notes convert to Patient Record Notes

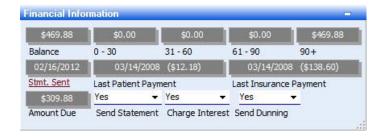
# **History Reference Tab:**



- ☑ Treatment History Viewable as History Reference Does not include deleted transactions [includes Charges, Payments, Debits and Credits]
- ✓ Date
- ☑ Patient Name
- ✓ Treatment Description
- ✓ Tooth
- ✓ Surface
- ✓ Value
- Provider



# **Financial Information:**



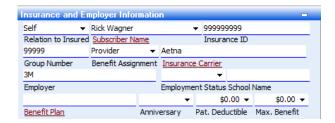
- Account Balances -- Aged accordingly based on patient primary doctor.
- ☑ Send Statement Defaults to Yes
- ☑ Charge Interest Defaults to Yes
- ✓ Send Dunning Defaults to Yes

# **HIPAA Forms and Treatment Information:**



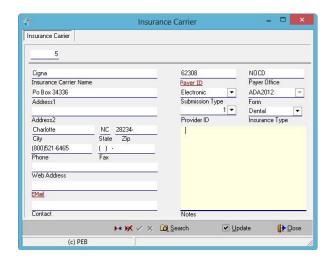
- ✓ First Visit Date
- ☑ Last Visit Date Based on last posting code
- ✓ Last Recall Visit Based on next recall date minus recall frequency
- ☑ Recall Frequency
- ✓ Next Recall Date Date Due
- ☑ TPO Consent- Defaulted to Conversion Date

# **Insurance and Employer Information:**



- Relation to Primary Policy Holder
- Subscriber Name
- ☑ Insurance Id If blank defaults to SSN# if available
- ☑ Benefit Assignment
- ✓ Insurance Carrier Name
- Employment Status Defaults to Full Time
- ☐ Patient Deductible Defaults to 0
- Max Benefit Defaults to 0

### **Insurance Carrier:**

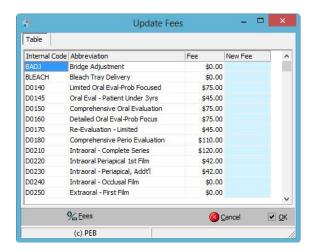


- ✓ Insurance Carrier Name
- ✓ Address 1
- ✓ Address 2
- ✓ City

- ✓ Phone
- ✓ Fax
- ☑ Web Address Defaults to Blank if not supplied
- ☑ Email -- Defaults to Blank if not supplied
- ☑ Contact Defaults to Blank if not supplied
- ✓ Payer ID Add after conversion
- ☑ Payer Office
- ✓ Submission Type Defaults to Electronic
- ✓ Provider ID Defaults to 1
- ✓ Insurance Type Defaults to Dental

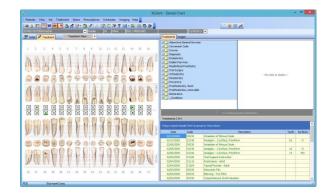


# Fee Table:



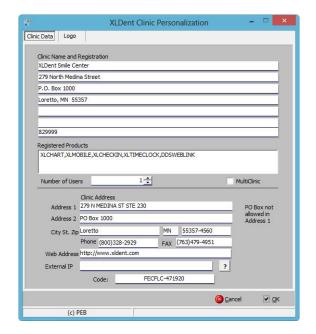
- ✓ Procedure Codes
  - Active ADA Codes
  - Base Code Abbreviation
- ✓ Primary Fee Schedule

# XLChart™:



- Restorative Chart -- As a visual representation of treatment completed on valid ADA codes only. This will be recorded as Initial Treatment in XLChart™
- ✓ Date
- ☑ Patient Name
- ✓ Code
- ✓ Treatment
- ✓ Tooth
- ✓ Surface
- ✓ Value
- Provider

# **Practice Information**

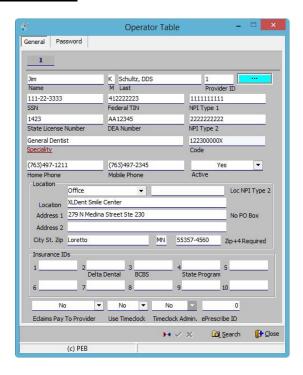


- ✓ Practice Demographic Information
- Clinic Name
- Clinic Address and Phone
- ✓ Clinic Logo



# XLDent™ File Conversion Data Strategies DentalWare 3.6.0100

# Operator Table:



- ✓ Provider Information for all Doctors and Hygienists
- ✓ First Name
- ✓ Middle Initial
- ✓ Last Name
- ☑ Provider ID Same as previous software
- ✓ SSN
- ✓ Federal TIN
- ✓ NPI Type 1
- ☑ State License Number
- ✓ DEA Number
- ✓ NPI Type 2
- ☑ Specialty
- ☑ Mobile Phone
- ☑ Active All convert as Yes
- ✓ Location Defaults to Office Name
- ☑ Location Address1 and 2
- ✓ Location City, State, Zip
- ✓ Insurance ID's If available

#### File Location:

?:\dwwin\

# Files Needed

?:\dwwin\\*.\* excluding Images folder Need software and license disks if available.

# Disclaimer:

The success of the conversion is largely based on the data provided. Please be aware that not all data will be transferred. Information that is incorrect or corrupt in your previous system will not be corrected by the conversion. Therefore, some information will need to be manually entered. Verification of conversion data is dependent on supplied fax documents by end user.

# **Special Conversion Considerations:**

Conversions are in constant development, in the event you have questions about data being converted or require special consideration. Please contact your XLDent™ Representative.

#### Items that do not convert:

Specific areas that will not convert include, but are not limited to, the following:

- Periodontal Charting
- Provider Accounts Receivable Distribution
- Payment Plans/Contract Balances
- Outstanding Insurance Claims
- Rx Listing and Patient Rx
- O Benefit Plans / Allowed Amounts
- Progress Notes
- Appointments

# **Notes on Conversions:**

- > General Recall and Will Call Us will default to a six (6) month recall frequency.
- Inactive Records will not convert insurance coverage.
- Primary insurance held by the responsible party will convert linked to patients. If a patient holds the primary insurance for other family members, it will not convert linked to the family members.
- Terminated insurance will not convert.

Below are some additional notes concerning some of the items that will or will not be converting.

A new patient identification number will be assigned for all patients. The patient id number in your previous system will not be converted.



#### Gender

When this is not converted or not entered into current system it will default to Male.

### **Marital Status**

When this is not converted or not entered into current system it will default to Other.

### **Preferred Dentist**

When this is not converted all patients will be assigned to the default doctor.

### **First Visit Date**

When this is not converted or the patient does not have a first visit date, it will be assigned to the date of the conversion. This is done so the New Patient Report will be accurate for new patients entered into  $XLDent^{TM}$ . This can be manually changed.

# Recall Frequency

When this is not entered into current system it will default to 0. This will have to be manually updated after loading the converted database.

# **Patient Status**

Accounts may converted as Inactive based on last visit date. Date is determined as part of end users preliminary data conversion cleanup process.

End of Month and End of Year will be processed during the conversion. You will be starting a new month and a new year after the conversion. You will want to maintain the End of Month and End of Year totals or reports from your previous system. At the end of the actual month and year, you will combine the totals from XLDent™ and the totals from your previous system to get an accurate Month to Date and Year to Date total.

If posting after conversion cutoff date in your existing practice management software, reports will be inacurate for End of Month and End of Year due to duplicate entry.

Actual data varies from dataset to dataset, visual representation may be different.